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Minutes, Arts and Sciences Executive Committee Meeting, Thursday, February 14, 2013

Arts and Sciences Executive Committee

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Minutes
Executive Committee Meeting
February 14, 2013

In attendance: Dexter Boniface, Claire Strom, Joan Davison, Dan Crozier, Jill Jones, Ben Varnum, Bob Smither, Bob Moore and Carol Bresnahan. Guests: Giselda Beaudin, Bob McKinlay.

- I. Call to Order.
- II. Approve the Minutes from the January 31, 2013 Executive Committee meeting. The minutes are approved.
- III. Committee Reports
 - a) SGA. Ben Varnum reports that some students are (falsely) concerned that Rollins is not accredited. Apparently, there was some confusion about the accreditation process. Ben clarified to the students that this is false. Carol Bresnahan states that Rollins is fully accredited. She notes that what is taking place now is the process of applying to the Southern Association of Colleges (SACS) for Maintenance of Accreditation, which happens every ten years. She notes that Rollins did complete a five-year review. At that time, SACS did express some areas of concern, but these are being addressed. She states that Rollins is accredited and will not lose its accreditation.
 - b) AAC. Claire Strom reports that AAC approved modest changes to the LACS and Asian Studies programs. *Study Abroad*. The next issue Claire discusses is the GPA requirement for study abroad (see Petition to Change GPA Requirement for Approved Semester Study Abroad Programs below). She notes that the proposal has been unanimously endorsed by AAC. Giselda Beaudin addresses the committee. She notes that Rollins' current policy is not very inclusive and not in keeping with best practices across the country. For example, students who have one bad semester may be needlessly excluded from studying abroad. This is particularly problematic, she notes,

given our mission statement to promote global citizenship. Furthermore, our current policy can have unintended consequences if students participate in study abroad programs outside of Rollins in order to avoid the 3.0 GPA requirement. She notes, also, that many study abroad programs have their own GPA requirements. The proposal to change the policy is a pilot program. Jill Jones asks a procedural question. Is this going before the faculty? Claire states that it might be useful to do so for information purposes; however, it may not necessarily require a vote. Ben Varnum notes that this requirement does not change the process regarding disciplinary violations. Joan Davison states that she is concerned that Rollins should not encourage students to enroll in study abroad programs that are not rigorous. She hopes that the goal is not to match weak students to non-rigorous programs. Giselda states that she has tried to establish a process for vetting all study abroad programs. She states that there is now a pretty good process that has checks and balances since it passes through AAC, both undergraduate colleges, and relevant faculty. Jill Jones states that she believes in the value of study abroad and that it should not be limited by GPA alone. Carol Bresnahan asks if Giselda knows what impact this would have on demand for Rollins' study abroad programs. Giselda states that they send a lot of students already. She does not anticipate a huge increase from this change, but she does hope to capture students who go outside of Rollins programs currently. EC endorses the pilot proposal (unanimously). *Health Services Administration Major*. The second issue Claire discusses is the proposal to re-establish the Holt Health Services Administration Major (see "Hamilton Holt School: Health Services Administration Major, Petition to re-activate previously approved major by AAC" below). Claire reports that AAC did evaluate this and agreed to re-invigorate this major (which was created in the 1990s but has since gone defunct). Joan Davison asks if there is some type of statute of limitations on defunct programs. She states that she has a number of concerns about this. Although this program has technically "always existed," she notes that there are costs associated with the Director's position. She states furthermore that Holt has not been transparent about compensation for such positions. She states that she believes that this has to go before the faculty. Joan declares that she will not approve anything that has new costs in Holt. Jill Jones states that she is confused why they would hire a director for a program that does not exist; which comes first? Bob McKinlay clarifies that Holt is seeking external grant funding to help support this program; specifically to hire a Director. Furthermore, he states that there is a need for such a program to address this critical issue, health services, here in Central Florida. He states that the

program is more vital now than it was when it was first created. Furthermore, Holt is competing with many other programs in Central Florida. Bob states that a decision regarding the grant will be known in about three months. He distributes a timeline. The timeline indicates that an interim director would first be appointed. He notes that a process would be put in place to determine how this program would evolve. Dexter Boniface states that, procedurally, he agrees with Joan that a program like this needs to go before the faculty. He states that this is, effectively, a new major. Regardless of the merits of the proposal, he states, it is important for EC to maintain transparency with the faculty. Claire Strom states that what we do now depends somewhat on what we believe will happen down the road. Bob McKinlay states that this program proposal is a vital part of Holt's strategic plan. He states, furthermore, that there is a precedent for re-enacting defunct majors. Claire states that there is confusion as to whether the "HSA" course prefix belongs to A&S or CPS. Bob Smither states that one concern he has is that there are no names on this proposal. Normally when programs are proposed, he notes, we have a strong sense of who will direct them and teach the classes. Joan Davison agrees. She notes that when the M.A. in Planning was proposed, there was a rigorous process in place before approval and that the professors had to demonstrate a real demand for such a program. She notes that this proposal is based on a strategic initiative to expand into new areas and should be treated like other proposals for program expansion. Jill Jones notes that it appears that there are still a lot of question marks regarding the proposal. Claire asks what happens when the three-year grant to support a program Director, if approved, expires. Bob responds that the program will bring in tuition revenue to cover costs down the road. Joan Davison states that this program sounds like a pre-professional program. She asks if it might be better suited for CPS. Ben Varnum agrees. He notes that one grant proposal directly related to this program was turned down because it did not demonstrate a clear commitment to liberal arts. Claire states that a broader problem is that there is no mechanism to determine where new programs such as this reside (A&S versus CPS). Joan reiterates that she is unwilling to approve this without faculty endorsement. She states that she would like to see what Holt desires down the road, rather than merely reactivate an outdated program. She would also like to see the people who would teach these classes, so we know what we are saying yes or no to. She states that the onus should be on Dean Richard to convince the A&S faculty of the merits of this new initiative. Claire states that one of the things she would like to see is how this program could evolve into a liberal arts program. Bob Smither states that on the issue of Global Health and where it

belongs (CPS or A&S), the decision rule they have used so far was based on where most of the program faculty reside. Claire states that the issue is not merely where the faculty will reside because there is no department. Jill Jones states that she does not believe this proposal would pass the A&S faculty. Claire reiterates that AAC did not approve the new proposal but choose instead to reactivate the old program; however, she acknowledges that this raises questions about how long a program can be defunct before it expires. Joan Davison states that the most recent precedent for an initiative like this is the Masters in Civic and Urban Planning. Joan asks what happens if the grant is turned down. Who will pay then? Dexter Boniface states that he would like to see the faculty develop a liberal arts focus for this major; there is no reason that this program would necessarily be housed in CPS. The committee asks for more information before endorsing the proposal.

- c) F&S. Bob Moore presents a Fair Trade Resolution (see Resolution below). *Fair Trade.* Ben Varnum states that he has a concern that there be follow through on such resolutions. He recalls the debate on a living wage at Rollins two years ago, but expresses doubts that Sodexo's wage and benefit practices actually meet the standards that Rollins aspires to in their resolutions. He states that living wage issues are just as significant, if not more so, than fair trade issues. He wonders if endorsing this proposal could take the focus away from other issues or even contradict them. Claire suggests that the F&S committee should look at the living wage issue (again) in addition to considering the fair trade issue. The committee endorses the Fair Trade Resolution. *Promotion Salary Adjustment.* Bob Moore next presents the data on promotional salary raises. Dexter Boniface states that the larger gap between our peer and aspirant institutions is from associate to full (a difference of about \$1500) rather than assistant to associate (a difference of about \$500). Dexter would support a proposal to raise the full by, say, \$1000 with the understanding that the same bump would be five to current full professors to avoid compression. Bob Smither suggests that HR be consulted on the issue. Bob Moore states that the data did come from them. Bob Smither states that HR might have an idea about compression. Bob Smither states that he is happy to talk about HR himself and look at the numbers. Dexter Boniface asks if this issue is the most important compensation issue before the faculty. Claire states that she has just as much, if not more, concern about the fact that pay raises appear to be stuck at a 2% merit-based increase. Jill Jones states that she has been asked by several people whether administrators, including the President, are getting 2% raises and what the process is for evaluating the President of the

College. Joan Davison notes that the faculty did evaluate President Duncan but the process was not formalized, owing to President Duncan's unwillingness to participate; evaluations did occur for other administrator positions. Jill asks how the Board of Trustees evaluates the President if they do not work full-time for the institution. Bob Smither, returning to the issue of faculty compensation, states that the Academic Excellence committee did make some calculations about how to save costs by eliminating lecturers if the college moves to a reduced credit hour load for graduation. He announces, on a related point, that Department Chairs will now make recommendations to the Dean to provide for merit based salary increases for lecturers and other non-permanent faculty. Joan Davison states that in addition to salary, healthcare benefits costs are another area of concern regarding compensation.

- d) PSC. Joan Davison reports that PSC finished grant awards recommendations, and then with discussions of the applications fresh in its collective mind, made a number of changes to the application form. The changes are intended to provide increased clarity and specificity for applicants. The new form already is posted on the dean of arts and sciences' grants' r-net site. PSC then approved the forms for the recently announced pilot program Mellon Grants. These forms also now are posted on the same grant site. PSC now intends to return to its work on faculty and course evaluations. PSC's focus is upon separating questions which evaluate the faculty member from those which evaluate the course, and then using only the A&S faculty cohorts for comparison in the percentile ranks.
- e) SLC. Dan Crozier states that faculty continue to be confused about the purpose of SHIP grants; he reiterates that SHIP grants are not to be course-related.

IV. Business

- a) Dual Degree Process. Jill Jones expresses a concern about the process that led to the adoption of the new Dual Degree program with Germany. Jill was under the impression that this proposal would go through AAC before being approved; however, this never happened. Bob Smither states that Carol Bresnahan has been involved in the process and can address procedural questions such as these. Jill Jones states, furthermore, that she has a real concern about the dual degree concept. Joan Davison states that if CPS is

going to operate with completely different degree requirements, then perhaps they need to offer a separate diploma from A&S, and perhaps a separate graduation. Claire Strom states that she is worried about the precedent of establishing the dual degree. Jill Jones states that beyond the dual degree concept she is particularly worried about the governance process. She is worried that a small group of faculty (i.e., CPS) have been empowered to decide the content of a Rollins degree. She believes this is an all-faculty issue, not a CPS issue, and may require the attention of the Executive Council.

- b) Committees. The committee discussed possible candidates for the VPSA search committee, QEP selection committee as well as faculty governance positions.
- c) Meetings: Upcoming meetings include the A&S faculty meeting on February 21. The Board of Trustees also has an upcoming meeting.
- d) *Mission Statement. This issue was not discussed due to a lack of time.*

V. Adjourn. The meeting is adjourned at 2:15pm.

Petition to Change GPA Requirement for Approved Semester Study Abroad Programs

Current policy:

- The minimum GPA for admission to all Rollins approved semester programs is 3.0
- All programs also require good college standing, an excellent record of personal responsibility (e.g. judicial record, service to the Rollins community, employment history) and a high level of maturity.
- Applicants are also evaluated on the basis of their application essay, academic references and Rollins transcript.
- Applicants must also meet all other program-specific application requirements which include language requirements, interviews, individual advising, resume workshops and other components required by IP and the partner institution or organization.
- Students with a GPA of 2.95 or above may still be eligible for Rollins approved semester programs.
- Students with a GPA below 2.95 may make an academic appeal to be eligible through the Academic Appeals Committee.

Best practices within International Education:

- GPA requirements for study abroad should support student learning by helping to insure that students will be academically successful on study abroad programs
- Students should not be deterred from study abroad if their academic background suggests that they could be successful on an appropriate study abroad program
- GPA requirements should be considered part of a holistic advising and application process that seeks to match each student with the most appropriate program for him or her
- GPA requirements must be aligned with the requirements set by partner institutions and organizations in order to provide appropriate advising and avoid student disappointment

Issues with current policy:

- Students primarily apply for semester study abroad during the sophomore and junior years. Based on current data the average GPA at Rollins College is 3.07 for sophomores and 3.16 for juniors. The median GPA at Rollins College is 3.14 for sophomores and 3.24 for juniors.
- The current policy debars a large proportion of our students from having an international experience despite the fact that Rollins College markets our international opportunities as a key component of a Rollins education.
- The current policy does not broadly support students in majors that require an international experience since students in these majors may not be able to participate in a semester abroad
- The current policy discourages students with GPAs in the range of 2.6-3.0 from even seeking a study abroad experience
- The current policy disregards the impact on GPA of major (some majors have a lower average GPA than others) and negatively impacts students whose GPAs may be lower due to athletic commitments, learning disabilities, transitional hurdles in the first-year, and many other possible reasons

- Broadly, the current policy does not acknowledge the academic differences program to program:
 - Some programs should have a higher GPA requirement as they are particularly academically demanding. A higher GPA requirement would help “signal” to students the programs with exceptionally challenging academics and would allow us to screen applicants more carefully
 - Some programs should have a lower GPA requirement as they are academically suitable for a student with a GPA below 3.0
 - Please see the addendum to this document to review the actual GPA requirements set by our program partners.
- In practice, students with less than a 3.0 GPA are choosing to take a Leave of Absence to do a non-Rollins study abroad program since many programs do not have such a high GPA requirement:
 - These are the very students who would likely benefit from the advising, guidance and support associated with approved semester programs
 - This represents a significant financial loss to Rollins as these students pay only a \$550 study abroad fee to Rollins for the term they are on leave

Recommended revised *pilot* policy:

- The overall minimum GPA for admission to Rollins approved semester programs will be 2.5
- All programs will still require good college standing, an excellent record of personal responsibility (e.g. community standards record, service to the Rollins community, employment history) and a high level of maturity.
- Applicants will also be evaluated on the basis of their application essay, academic references, and Rollins transcript
- Applicants must also meet all other program-specific application requirements which include program-specific GPA requirements, language requirements, interviews, individual advising, resume workshops and other components required by IP and the partner institution or organization.
- Students with a GPA of 2.45 or above may still be eligible for Rollins approved semester programs.
- Students with a GPA below 2.45 may make an academic appeal to be eligible through the Academic Appeals Committee
- This pilot policy will take effect in the spring of 2013 and will remain in effect through the spring of 2014 at which point IP will present a review of the impact of the policy to AAC and CPS.

Addendum I:

GPA Requirements of Partner Institutions and Organizations

- Australia: University of Sydney: 3.0
- Argentina: ISA at University of Belgrano, Buenos Aires: 2.5
- China: Rollins in Shanghai: No minimum GPA
- China: Hong Kong Baptist University: No minimum GPA
- France: Hollins University in Paris: 3.0
- Germany: Jacobs University: 3.0
- Germany: Junior Year in Munich: 3.0
- Greece: College Year in Athens: No minimum GPA
- Italy: Trinity College in Rome: 3.0
- Italy: Inter-Collegiate Center for Classical Studies, Rome: 3.2
- Japan: Kansai Gaidai University, Japan: 3.0
- Spain: University of Oviedo: No minimum GPA
- United Kingdom: CAPA Semester and Internship in London: 2.8
- United Kingdom: Queen Mary, University of London: 3.0
- United Kingdom: Lancaster University, England: 3.0
- United States: Washington D.C. Internship: No minimum GPA
- United States: Duke University Marine Lab: No minimum GPA
- Varied Locations: SIT Study Abroad listed: No minimum GPA

Hamilton Holt School: Health Services Administration Major

Petition to re-activate previously approved major by AAC

1995 Approval: Courses required from accounting, business, computer science, health services, and psychology. Three electives from a list of six electives. Thirteen courses total for the major.

Proposed plan: Reactivate major in Hamilton Holt School. Identify a faculty member to serve as interim director. Should our grant proposal to Dr. Phillips Charities be funded, we would receive \$350,000 over three years to fund a director of a Health Leadership Institute in the Hamilton Holt School. That person would be attached to a department and would be responsible for directing the undergraduate Health Services Administration major in Holt. Once the interim or permanent director has been named, then engage in curricular review and modify major accordingly. Major would be active starting Fall '13 or Spring '14 contingent upon SACS review, hiring of director, etc.

1995 Approval (Core)

ACC 204G Financial Accounting Principles

ACC 205G Managerial Accounting Principles

BUS 322G Business Law I or BA 323G Business Law II

BUS 339G Management Organization Theory

CMS 111G Computer Technology II

HSA 301G Introduction to Health Services

HSA 310G Management of Health Services

HSA 366G Computer Applications in Health Services Administration

PSY 304G Statistics for Behavioral Sciences

PSY 330G Organizational Behavior

Three electives from the following list:

BUS 331G Supervision

BUS 337G Marketing Management or HAS 413G Health Services Marketing

BUS 420G Conflict Resolution

HSA 327G Legal Aspects of Health Services

HSA 404G Health Services Finance

HSA 497G Topics in Health Services Administration

Rollins College

Fair Trade Resolution

WHEREAS

- What we choose to purchase, eat, and drink impacts farmers, workers, artisans and the environment;
- Growers of coffee, tea, chocolate and other products produced in Latin America, Africa, and Asia are often paid less than a living wage, and forced child labor may be involved;
- Conventional means of growing coffee and other commodities are often damaging to the environment, harming local ecosystems;
- Fair Trade ensures fair wages, humane working conditions, and environmental sustainability, and prohibits forced labor of any kind;
- Faith communities and campus groups around the country and the world already support Fair Trade;
- The Rollins mission statement upholds social responsibility and environment stewardship as reflected in the following excerpt: We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship;
- By becoming a Fair Trade College, Rollins College will demonstrate a commitment to sustainability;
- By becoming a Fair Trade College, Rollins College would more effectively educate the campus community about Fair Trade;
- By becoming a Fair Trade College, Rollins College would inspire other institutions and organizations to support Fair Trade;
- By becoming a Fair Trade College, Rollins College would enhance its image as a leader in sustainability;
- Rollins College endorsed the Talloires Declaration in 2003, and supporting Fair Trade is an effective way to put into practice the principles of social justice and environmental sustainability;
 - By signing the Talloires Declaration, Rollins College agreed to:
 1. Increase Awareness of Environmentally Sustainable Development
 2. Create an Institutional Culture of Sustainability
 3. Educate for Environmentally Responsible Citizenship
 4. Foster Environmental Literacy for All
 5. Practice Institutional Ecology
 6. Involve all Stakeholders
 7. Collaborate for Interdisciplinary Approaches
 8. Enhance Capacity of Primary and Secondary Schools
 9. Broaden Service and Outreach Nationally and Internationally
 10. Maintain the Movement

BE IT RESOLVED:

That Rollins College should declare itself to be a Fair Trade College, which would consist of the following:

1. Dining facilities: The College will work with its food service contractor to make Fair Trade coffee, tea, chocolate, and other Fair Trade products available in its dining facilities, consistent with the terms of the food service contract and where the resulting costs do not significantly jeopardize board rate costs.

2. Catered events: The College will work with its food service contractor to make Fair Trade products available at catered meetings hosted by the college, where possible and consistent with the terms of the food service contract.

3. Offices: The College will work with its food service contractor and/or its office supply company to make Fair Trade products available for college offices whenever possible and consistent with the terms of existing contracts.

4. Stores: The College will include Fair Trade food products and handicrafts (such as jewelry, and other gift items) at college stores whenever possible and subject to the terms of the college's contracts with other vendors.

5. Acknowledgment: The College will identify and acknowledge Fair Trade products at college functions and stores where appropriate (e.g. with signs noting that the coffee is Fair Trade).

6. Implementation: The College, in consultation with the Committee on Environmental and Sustainable Issues [CESI] and its parent committee, Finance and Services Committee, will oversee the implementation of the above commitments.